

Members present: Tina Altenhofen, Amanda Andrews, Kristi Bishop, Chris Bowling, Amy Clark, Courtney Clark-Rankin, Sara Conwell, Vicki Cooper, Jennifer Davis, Kyle Dorriere, Ali Hannig, Kristi Horine, Bryan Irby, Dan Jones, Christina Knight, Beth Lackey, Brenda Maldonado, Kara Olding, Michelle Melish, Autumn Ruehl, Catherine Schmeal, Connie Seiter, Vanessa Steele, Julianne Stockman, Teresa Walker, Terkerah Washington, Brandon Weinel, Carolyn Willhoit, and Christopher Witt

Members absent: Nick Bliven, Liz Futscher, Mike Irvin, Steve Slone, Terri Smith, and Kimberly Wiley

- I. Call to Order at 1:02 PM
- II. Voting Item new member: Christina Knight (to replace Tina Peebles)
Approval: Voice Vote
- III. Guests – Pete Rinto, Institutional Effectiveness Analyst Strategic Planning & Enrollment - [Report](#)
- IV. Approval of December 9, 2025 Minutes
Motion: Vanessa Steele
Second: Carolyn Willhoit
Approval: Voice Vote
- V. Liaison Reports
 - Student Government Association – Lucy Burns - [Report](#)
 - Board of Regents – Staff Regent – Cori Henderson - [Report](#)
 - Administrative Liaison – Chief Human Resources Office – Lauren Franzen - [Report](#)
 - Faculty Senate – Budget Committee Chair – Dr. Janel Bloch - [Report](#)
 - President’s Report – Vicki Cooper – [Report](#)
 - President – Cady Short-Thompson - [Report](#)
- VI. Standing Committee Formations:
 - Benefits – Ali Hannig - [Report](#)
 - Constitution & Bylaws – Michelle Melish and Chris Witt
 - Credentials & Elections – Sara Conwell and Vanessa Steele - [Report](#)
 - Outreach – Terri Smith
 - Policies – Courtney Clark-Rankin and Kyle Dorriere - [Report](#)
 - Scholarship – Kristi Bishop and Steve Slone - [Report](#)
- VII. University Committees:
 - Benevolent Association – Kimberly Wiley - [Report](#)
 - Food Service Advisory – Michelle Melish and Nick Bliven
 - IT Advisory Committee – Dan Jones - [Report](#)
 - Sustainability – Amanda Andrews
 - Strategic Planning – Amanda Andrews
 - Transportation – Chris Bowling
- VIII. Ad-Hoc Committee
 - Roundtable- Amanda Andrews – [Report](#)
 - Spirit Wear Storefront – Mike Irvin - [Report](#)
 - Advocacy- Vanessa Steele - [Report](#)
- IX. Old Business
- X. New Business
- XI. Non-Member Discussion Period - [Report](#)

XII. Norse Appreciation- [Report](#)

XIII. Announcements

XI. Adjournment at 2:53 PM

Motion: Vanessa Steele
Second: Kristi Bishop
Approve: Voice Vote

[Call to Order](#)

Meeting was called to order at 1:02 PM.

[Guest - Pete Rinto, Institutional Effectiveness Analyst Strategic Planning & Enrollment](#)

Pete Rinto shared the inserted PDF. (PDF is on file and can be obtained by reaching out to Staff Congress Secretary Steve Slone)



STRATEGIC PLAN DRAFT

February 2025

Our Students

GOAL: Expand and enhance student access, success, and career readiness to ensure equitable outcomes and promote the economic and social mobility of all learners.

1. Enhance access to higher education.

- Simplify admissions, enrollment, and transfer processes and experiences to reduce barriers for students.
- Improve affordability through increased external scholarship funding, wraparound supports, and other resources.
- Expand partnerships with K-12 schools, higher education institutions, non-profits, and local employers to increase educational opportunities.

2. Promote student success and campus culture.

- Provide holistic support through NKU's Coordinated Care model using tools and technology to make data-informed decisions and impact student success through timely communications and personalized interventions.
- Foster a vibrant campus culture of warm welcome, engagement and belonging.
- Identify and address opportunities to positively impact the academic experience through strategic course offerings and flexible learning pathways.

3. Prepare students for career and lifelong success.

- Provide support and infrastructure to strengthen student-employee engagement and mentoring opportunities.
- Build experiential and co-curricular learning, and career planning into all majors to enhance students' career readiness and lifelong learning.
- Provide students with curricular and co-curricular opportunities to cultivate the essential workforce skills identified in the Kentucky Graduate Profile.

Pete shared with us the first draft of the new strategic framework. The days of 10 to 12 year or even 5 year strategic frameworks are a thing of the past. The committee has designed this to be a 3 year strategic framework. Staff Congress is the first group he has visited to share this information. Sara Conwell shared that she is glad that we are the first stop on his tour. Typically, we tend to be the last stop and she is glad that we got first dibs looking at it. Sara continued that the information presented is very comprehensive and also not super specific. We probably got in the weeds a little bit with the pillars of success by design. She also appreciates that things which are shown in the strategic plan are items that were brought up in the forums. She really appreciates that this administration is currently listening to what we are saying and going back and really looking to see what they fix and clean up. A hearty thank you from all of us. Pete shared that it has been interesting to work with the folks we have on the committee and to hear things that are needed and respond to those concerns. That is partly where the idea for the town hall back in the fall with the budgeting group came from. We heard the idea and didn't fully understand how the finances work. Since we don't understand let's reach out to the people that do and getting something together. It has been great that not only are we planning for the future but we are able to put some of these things into action right now and get a jump start on things. Vicki Cooper echoed Sara's statement about it being good to see things in the strategic framework that were discussed in the forums. She also highlighted that Amanda Andrews and Julie Stockman are the two staff representatives on that committee so feel free to reach out to them with any feedback.

Cady Short-Thompson, President

President Cady Short-Thompson joined us in the middle of the meeting to provide a slightly different update. At the recent town hall update we had just been working through a number of concerns related to federal funding and today we are the morning after a couple of bills dropped that are important to us. House Bill 4 is the first anti-dei bill and its 43 pages long. A lot of it is the same information we've seen before. The most important thing at this time is for us to voice questions and concerns about the bill to administration. It helps to make sure that we have a full list of things that we want to make sure we have clarification on and understanding about how this bill will affect all of us. Next week she will be in Frankfort two days and she will have the opportunity to meet with Senate and House leadership throughout the day. This will be the opportunity to get more understanding of the bill and to express our concerns and priorities as it relates to our mission and how we serve our students and one another. The second bill we are keeping a watch on is the tenure and performance review bill. If you've read it some of the elements in the bill we already do more of than this new bill will require. It says that you need to review tenured positions every four years and we review every year. Just like our faculty she as the President also gets reviewed every year. It has been proposed so we will consider what it means for us if it goes into law. Cady summarized her thoughts on House Bill 4. There are some interesting carve outs related to academic and associational freedom. There is a good amount of protection around academic course content and research. There are some conflicts within the bill itself. It talks about academic freedom but then also forbids conferences and training

related to DEI. For us to engage in that work it's obviously at odds with the other language. There appears to be a lot more bureaucracy and new reporting that's expected of me of the university serving students as to whether they're getting a broad set of ideologies taught and students not being indoctrinated. It appears here is a whistleblower sort of claim kind of process that is proposed. The bill still has some time to travel through the process and every time it does it will evolve and change. Let us be honest I think a lot of people don't want any bill so any limitations are not going to be perceived well. This new bill is not as strict in some ways but in other ways it is stricter. There are some ways that we can continue to do thing like serve our students well. There is some interesting verbiage that essentially gets at offering support and initiatives to support our students, faculty, and staff. That verbiage needs to be teased out a lit bit to fully understand what it is referring to. One of the things that stuck with her was there is a monthly report that would need to be submitted which basically details who is doing what and what are they being paid. Another monthly report means more bureaucracy to wade through. There is some verbiage we need clarification on around institutional accreditation. Does that extend to program specific accreditation? We will need more clarification on that. It was brought up in conversation that Ohio's bill is more intrusive. The big question remains if we will see what we saw last year where bills are combined and put together. Her prediction is that this year a bill on DEI will pass. Her early predictions was that there would be no DEI office and you've seen that in the bill. No CDO or DEI training and those predictions have been right. A question came forward about who would be reading these reports. At this time it looks as if they would be posted and anyone could read them. There is some information about it being available on the internet. There are folks that are coming through websites now looking for this content already. One area that we have a lot of questions about is housing restrictions. That is one area that we have follow up questions and need more clarification on. It talks about students or employees being able to file a claim but it makes it clear it's the institutions employees but not the institutions students. Vicki Cooper brought forward that there is still time to submit more bills next week. Cady continued that they have until the 19th. At this point they are up to over 500 bills at this point. Cady has her list of concerns but she is keenly interested in what our concerns are having read the bills. Vicki Cooper reminded all of us to reach out to Cady at cady@nku.edu with questions and concerns and that she wants to hear from us. Vicki continued by asking is there a way as individuals that we can support? What do we as individual employees need to do? Cady clarified as citizens. She continued that the role of citizen and employee are obviously different and separate reminding us not to use NKU resources or time or emails. Whether you like the bill or don't like the bill is entirely your own prerogative. If you are a resident of the state communicate to your representatives and make clear your thoughts on the bill. Bills do change and evolve based on constituent feedback. That is true at the state level it's also true at the federal level as well. There is just a lot to respond to at the moment. In a democratic society it's incumbent on us to communication what we think and what we believe especially related to proposed bills. Vicki continued that the discussions at the federal level around the department of education is also something to keep on our radar. Cady echoed this by saying there is just a lot to keep on our radar. The cabinet is in close conversation

pretty much every day right now talking about what is being proposed. What has been ordered and stopped or paused? Does this apply to us? Gathering estimates on what does apply to us. It has become a regular part of our work and it's important for us to pay attention. We never mind being asked questions or having something pointed out to us because we are all moving at a million miles a minute and don't want to miss anything. Cady specifically thanked all of the individuals who reached out to her after the forum. She estimated 2025 people that reached out to her with ideas or thoughts. She appreciates our willingness to take the time to register some concerns with me and to share fresh ideas. It makes us better. A question that came directly to Vicki of Cady's thoughts on the current strategic plan that is proposed? Cady responded that she think that it's better than where we started and that is a compliment to the group that has been working on it. It takes out what remains to be done from success by design and nicely rounds it out. We needed an emphasis on people, on the employees here, as well as reengaging the community. This new plan does a nice job of that. She is interested in our thoughts if they've got it right or not but she does think it's better and fitting for where we are right now. She likes the idea of being focused on three different people populations. She has heard feedback from faculty and staff and she thinks that we will all see ourselves in this work and feel prioritized in the work which is obviously important. She welcomes all of us to make it better while reminding ourselves that it is a three year plan and in year two we will start working on the next one. It sounds like a long time but it's really not a long time.

SGA – Lucy Burns

Lucy Burns is filling in for Collin Jarrell today who interns in Frankfort at the Capitol. Just a few quick updates about what is going on with SGA this semester. Last semester they did a lot of resolutions and this semester they are really working on getting those implemented. Some of your offices might be receiving emails. If you happen to work with one of our senators we will be in touch. She also mentioned that they are recruiting for elections this semester. Election application opens February 24th. This election cycle will run around a month and conclude on March 27th. This is for the upcoming fall semester. If a student is interested in joining this semester they can hop on anytime. They are really trying to reach their membership capacity this semester. If you know of any students looking for something to go on their resume, or to gain professional skills feel free to send them SGA's way. Vicki Cooper echoed this sentiment that Collin has mentioned before that they are really looking to recruit members so she encouraged all of us to reach out to students. Bob Alston who is an advisor of SGA shared that academic colleges are likely going to be differently represented within SGA in the future. Working with Lucy and Collin's leadership there is movement to mirror what we see in collegial governance across campus with SGA. With Staff Congress's connections all across campus Bob encouraged students that maybe just want to dip a toe in the water to come check the group out. Vicki Cooper shared that in our of the collegial governance leadership meetings that they were looking into how SGA members are elected. Lucy continued that they tend to be heavy on business students and political science folks. Currently they have a couple of students from arts and sciences but not very many from health and human services or education. The movement is setting

aside a certain number of seats 3 to 5 per college. Lucy concluded that if you know of a student that is super driven or super involved they would be happy to have them.

Board of Regents – Cori Henderson

Cori Henderson shared the following...

- Next BOR meeting is Wednesday, February 26
 - Voting on the removal of the CRC fee for Faculty and Staff
 - Presentation by SC Advocacy Committee
- Next Budget & Finance meeting is Thursday, February 20
- Next SSAAC meeting Tuesday, February 25

Administrative Liaison – Lauren Franzen

Lauren shared the following...

A security patch will be applied on **Friday, February 14, from 6:00 PM to 7:30 PM**. During this time, Virtual Desktops (VMware), including **Viewcenter1** and **Coivcenter1**, **will be unavailable**. If you experience any issues after the maintenance window, please contact the [IT Help Desk](#) for assistance.

March 15 is the software deadline for the summer semester. Please [submit a request](#) if you need software installed, or maintained in departmental labs, smart classrooms, or IT computer labs.

Remember to apply security updates to your personally owned devices to safeguard your data and personal information. The [IT Help Desk](#) can assist you if you aren't sure how to check for updates.

Training

It's that time again for NKU's annual compliance refresher training and staff performance evaluations!

- This year's **annual compliance refresher training** will kick-off on **Monday, February 17**. The **deadline** for all employees to complete this required course is **Friday, March 28, 2025**. All employees will receive an email from [Vector Solutions](#) for access to the course on Monday. The VP of each division will receive weekly reports of those who have not completed the course.
- The **annual staff performance reviews officially start on March 1**. This year, as in years past, the decision has been made to use a Word or PDF format for staff evaluations. The form is already accessible via the [HR Staff Performance Evaluation Process website](#) for an early start, but **cannot be submitted until the official start date of March 1**. Also, on the same website, supervisors have available an online, on-demand course on the concept of performing a performance evaluation and providing feedback via Vector Solutions, as well as

registration link for supervisors to attend one of two workshops on the process, form, competencies, and ratings. Additionally, staff have resources to assist with completing the evaluation process. The **deadline** for all staff members and their supervisor to complete this required review and submit to Human Resources via Qualtrics is **Friday, May 30, 2025**. Additional information about the process can be found on the website.

There is a special note for employees who started in their **new role on or after November 1, 2024**:

- If new to role (whether new to NKU, promotion, or transfer), those staff members and their supervisor will need to complete the 90-day evaluation and not the annual evaluation.
- If new to NKU, those employees will need to complete the required 30-, 60-, and 90-day compliance courses for new employees and not the annual refresher. The annual refresher cannot be completed as a substitute for the new employee training.

Any question, please email Dr. Marquita Barron – barronm1@nku.edu.

HR Training and Development has made available to all employees a fully online and on-demand learning library platform in partnership with Skillsoft called *Percipio*. With the refresh of licenses, registration is open to all employees to gain access to a wide-range of courses, videos, books, labs, coding sandboxes, and more. The offerings include:

- Soft skills (e.g., emotional intelligence, resilience, conflict management);
- Specific skills areas (e.g., Business Operations, Product Management, Programming);
- Certifications and preparation (e.g. ASQ, IIBA, PMI); *and*
- Learning journeys (e.g., leadership camp).

Sign-up for access to Percipio on the [NKU Percipio by Skillsoft website](#).

Michelle Melish asked about the changing of the student hiring process. She asked if Lauren could give us a quick overview on what it was going to look like. Lauren shared that it isn't a massive change. She thinks that it will be a lot less work for those that are hiring students. It's going to look very different to the hiring departments and very different for the students while still being a manual process on the back end for us. It's going to be a lot easier for everyone else. Moving forward it's going to be handled by the dynamic system that you use right now for putting in an IT service request or a contract cover sheet for procurement. If you are interested in hiring a student you log on to that system. You will input the email address and name of the student you want to hire as well as the information you would normally have put in a PAR. An email will then be sent to the student letting them know what needs to be completed on their end. Multiple things are going to be happening simultaneously. The student will have outreach to get new hire paperwork to have them fill out an I9 and to do the background check if that is needed. At the same time the normal PAR information will flow through

the appropriate approval processes. Everything will then land with HR to put that student into the system. Hopefully it will help with some redundancies. Hopefully it is going to simplify things significantly on the hiring manager's end and you will be able to monitor where things are. It should reduce the amount of time the whole process takes. It will be a lot less cumbersome and it will be easier to track where everything is. Cori Henderson asked if this was a change in preparation for moving to work day what brought about this change? Lauren continued no the main change is that HR is going to be doing the processing instead of financial assistance. The main change is being made on the back end. The aim was to make the student process more like the faculty and staff process. The main driver was to move to HR for processing of student paperwork. Vicki Cooper concluded by welcoming Lauren to Staff Congress as our liaison. Lauren thanked us for having her.

Faculty Senate Liaison – Janel Bloch

Janel Bloch shared that at their last meeting they covered a few items. First they discussed the academic integrity policy which is an updated policy that we have to have as a separate policy. It was presented by Bob Alston and will be a voting item at their next meeting. There is a little bit of a controversy about how AI is handled in it but she guesses that will come up when they vote on it. Speaking of controversies they also discussed an initial draft of the faculty workload policy. It is an attempt to get more fairness in terms of workload and how it is spread around amongst the faculty. There was a lot of discussion about that which is ongoing. Finally they approved some changes to the Faculty Senate constitution which mainly dealt with determining the number of senators from each school. It is the determination of how many should be from a school as opposed to departments.

President - Vicki Cooper

Vicki Cooper's report is more of a mid-year update. Something that came up in a recent conversation was how much significant work and extras that Staff Congress does. Maybe it is time to call these out. The purpose of her report this month is to show the different ways that Staff Congress has contributed to the building of campus community boosting campus morale and working collegially. It's important to remember when we look at our constitution the purpose of Staff Congress. Our purpose was to create a stronger bond within staff and promote cooperation among the administration, faculty, students and staff of the university. We pledge to determine and responsibly administer faithfully the policies and objectives which best fulfill the needs, concerns, and interests of the staff and to exert to the utmost our efforts to help the university achieve these educational goals. Right now all Staff Congress committees work every month to further our progress. Even when a committee doesn't have a monthly report work is being done. Elections are coming up and if you are up for reelection please consider running again. Encourage others to run and or take part in Staff Congress and staff events. Some of the significant campus events that we have done recently to boost morale and collegiality and increase our campus vibrancy include the holiday staff and faculty event. This is an event that was initiated by Staff Congress in 2023. It has been organized and

run by us with some HR funding and Administration support. This year we had a strong philanthropy component to this event with significant donations of over a thousand items. A huge plus for us. We've worked on the NKU picnic basically organizing and running the setup and take down of this event again with HR funding and administration support. These 2 events had significant raffle prize donations that Staff Congress solicited and she believe they were a huge success on campus. We started Norse Appreciation during Sara Conwell's presidency. This program is strictly a kudos to your fellow employees. There is no formal application or any kind of requirements anyone has to meet for this program. It could be for a huge contribution or it could simply be that this person was really nice to me and held a door open for me. It's just a nice way to recognize our staff, faculty, students or even another campus member. She took the step to add Norse Appreciations to the digital signs across campus which is a way to help strengthen the visibility of Norse Appreciation. She has also been posting them to the staff Facebook page. Recently she was contacted by Corey Best from Marketing and Communication based on recommendation from Cady to amplify this program and include students. We have had some student submissions but we don't get them as often as faculty and staff. Norse Appreciation is a prime example of a Staff Congress program that is helping campus. Another initiative we've rolled out recently is our spirit shop. This idea came from the executive team of Staff Congress to fill a need. The feedback we have received from this has been all positive. There will be a report later in the meeting. We have our advocacy committee which started out as our pension committee and then evolved into advocacy. They have worked tirelessly to amplify staff issues and concerns and as it was mentioned earlier will be presenting later this month at the Board of Regents meeting on their findings from the staff satisfaction survey. We have organized monthly collegial governance leadership meetings. Thank you to Janel, Collin and our colleagues from Faculty Senate and SGA for engaging with us in those conversations. Recently we also had our Staff Congress and Faculty Senate night at the women's basketball game. If you weren't able to make it you missed a blowout win against Detroit Mercy. It was such a good event and both Cady and Diana joined us in the box for a large part of the game. All this to say that we are making a huge difference on campus. She went on to amplify that there are a lot of high level searches going on at the moment across campus. She saw a lot of us at the VP for Student Affairs open interviews. The open interviews are going on right now for the Dean of the College of Arts and Sciences and she encouraged all of us to attend those. There is a search going on for the Dean of Steely Library. There are also searches for the Registrar and the Chief Human Resources Officer. Mike Irvin is our representative on the Registrar search committee and he is also the co-chair. Julie Stockman is our representative on the search for Chief Human Resources Officer. Cori Henderson also mentioned the upcoming board meeting and she encouraged all of us to attend. The advocacy committee gets 5 minutes to present so it's not very long but they are going to be presenting. The gist of all of this is to encourage all of us when given an opportunity to attend and give input at these events and forums please take advantage of those opportunities. Cady encourages all of our direct input. She often says that she doesn't know and can't know what she doesn't know. She encourages direct input to her email cady@nku.edu. If you are not comfortable with that send something to Staff Congress

executive team or your Staff Congress members. Speak up if you feel comfortable at town hall meetings. Vicki concluded with NKU only succeeds when all of us contribute. Michelle Melish thanked Vicki for that recap and shared that her coworker saw her appreciation on the digital sign and it made her day. She is glad that we are amplifying them. Vicki will be doing the report for Norse Appreciation in Steve's absence. The information on the digital signs is scheduled out through May right now.

Staff Congress Standing Committee Information

Benefits – Ali Hannig

Ali Hannig shared that Kim Baker attended their last meeting to share wellness information that we might not encounter on a daily basis.

<https://inside.nku.edu/hr/current-employees/wellness/services1.html>

Kim highlighted the Primary Care Provider program. There is a form you can download and print out take it to your doctor and when they sign it you bring it back in and you can get 25 dollars added to your all card. Kim also focused on EAP the employee assistance program with more information in the link provided and on her website. Also we receive 12 free sessions with our wellness coach Lindsey Barto. Just a wealth of good resources that is easy to lose track of as we all navigate these busy times. Patty Burke at their meeting was highlighting that some people received 2 Humana cards for dental in the mail. Information gets sent automatically when we made the switch and there was another old file that got sent automatically when we were on break. If you have received 2 cards from Humana HR and benefits are aware of it. Any other benefits questions reach out to Patty. Our group filtered in some questions and concerns about the switch from Delta Dental to Humana. Going into making the switch there was the knowledge that some people were happier with Delta Dental and we know that there were going to be some people that are happier with Humana.

<https://inside.nku.edu/content/dam/humanresources/docs/Benefits/2025AnnualEnrollment/How%20to%20Find%20a%20Dentist%20-%20In%20Network.pdf>

The above link is a form that was shared at the benefits fair where you can nominate your dentist for Humana to reach out to see if they will get into network if they are currently out of network. Keep in mind that we can't force any dentists to make the switch but we can ask Humana to reach out. Right now the climate is a lot of dentists aren't accepting insurance regardless of who it is. Ali appreciates people reaching out to her with any questions any time to get necessary information and open communication with HR. Cori Henderson brought forth a question just to get more information on the process by which Humana was chosen over Delta Dental. Information was brought to her about more dentists in our area who accept Delta Dental. Ali shared that during the RFP process they ranked the different providers on categories that were presented to us within the RFP. She expressed that the main decider to issue the new RFP was that it had been around 15 years since a new provider had been considered and to get newer rates out there. She believes that our premiums are a little bit lower with Humana.

Lauren Franzen added that we can't really get into the exact specific criteria because that is part of the procurement process and it is confidential. There are a whole lot of factors that go into the decision. We always try to get a variety of people on these committees to make sure we are considering different perspectives before we make a change like this. Additionally she shared that Humana actually has a pretty good payment for our out of network dentists. There are a lot more options around dentists that are out of network and payment that can be made versus a doctor that isn't normally covered by our medical plan. If you have a dentist that is out of network it's worth calling and having the conversation about how much you can get reimbursed from Humana. There are options that you can work with. Ali shared that hearing that your dentist is out of network can be scary but she encouraged all of us to log in and check on your claims. Spend some time with your explanation of benefits and the breakdown of your claims as we go forward.

<https://www.humana.com/dental-insurance/find-a-dentist>

One more link provided to check if your dentist is in Humana's network.

Credentials and Elections – Sara Conwell and Credentials & Elections Committee Meeting Minutes

Date: 01/16/2025 / 1:30pm / Zoom
Present: Tina Altenhofen, Sara Conwell, Beth Lackey, Vanessa Steele, Teresa Walker
Absent:
Guests: Grace Hiles

Highlights to be shared:

- Tina Peebles has stepped down from Staff Congress, and Christina Knight as how filled the vacancy through June 2025.
- In process of receiving reports to determine those eligible to serve/nominated as well as those eligible to vote
- Nomination and Election timeline finalized
 - Nominations: March 7-March 21, 2025
 - Election/Voting: April 11-April 25, 2025

Other Discussion:

- Notification to nominees to go out on May 2, 2025
- Updating nomination packets and promotion posters

Next Meeting: 02/20/2025 / 1:30pm / Zoom

Policies – Courtney Clark-Rankin and Kyle Dorriere

Kyle Dorriere shared that there are several policies that are up for review on the policy website. Of particular note are the changes to the alcohol policy and the hazing policy. The Board of Regents is expected to vote on alcohol policy in Northern Terrace at their meeting this month.

Vicki Cooper reiterated that the comment portal is open for these so if you have thoughts or comments please take the opportunity to weigh in.

Scholarship – Kristi Bishop and Steve Slone

Kristi Bishop shared that as a staff member if you have a child or a spouse attending NKU they may be eligible for our Staff Congress scholarships.

<https://inside.nku.edu/staffcongress/scholarship.html>

You can visit this link for more information. This site has the direct link to the applications. The deadlines for incoming freshmen is February 28th and the deadline for continuing and transfer students is March 17th. Kristi and Vicki Cooper encouraged everyone to get the word out and to let people know to apply. We have money to give away. Vanessa Steele asked if our scholarships apply to graduate programs? Grace Hiles indicated no. Tina Altenhofen did highlight that if someone is working on their degree that we have book scholarships that you can apply for. We can check on all of that as well. Get the word out apply, apply, apply.

University Committees

Benevolent Association – Kimberly Wiley

Vicki Cooper shared on behalf of Kimberly Wiley. Save the date for the soup luncheon as April 22nd from 11 to 1. They need volunteers for this event. They need soup donations as well as individuals to actually work the day of the event. They will need help setting up, serving, taking down, and also judging the event. If you are going to the event also keep in mind that the favorite soups will go fast. Ali Hannig shared that there will be survey links sent out to sign up for all aspects of the event. Watch for sign up genius links for all aspects of the event. Vicki concluded that it is a wonderful and worthwhile event and asked all of us to help out.

ITAC – Dan Jones

Dan Jones shared the following...

Agenda		
Topic	Presenter	Discussion Points
I. IT Communications	Jason Allen	Jason reviewed the different methods that IT uses to communicate various messages, including the IT website, newsletters, X/Twitter, Help Desk call queue, etc. It was recommended that IT use BlueSky in addition to X. It was also recommended have a constant message on the IT page for “All Clear” that can change when there is a known issue so that faculty and staff have a place they know to look for known issues. IT will also look into creating a log of all alerts that have been posted to aid in

Agenda		
Topic	Presenter	Discussion Points
		troubleshooting issues student may have had while trying to complete classwork.
II. VPN Address Change	Staci Green	Effective immediately, you can update the VPN address to secure.nku.edu instead of vpn.nku.edu when launching the VPN client. The old VPN address will be retired after May 14, following the end of the spring semester. VPN is not available on campus.
III. Adobe CC File Sync	Staci Green	Adobe is discontinuing Creative Cloud Synced Files for business customers under Creative Cloud for Teams and Enterprise plans. As of February 3, 2025, file synchronization, sharing, and cloud-based storage for this service will be permanently removed, though local files will remain unaffected. Sharing with external users has already been discontinued, and internal sharing will cease on the cutoff date. Users should ensure assets are backed up elsewhere, as Adobe will not send direct notifications to users.
IV. Future of J: & K: drives	Staci Green (from Greg Thompson)	<p>There are no plans to deprecate the J: or K: drives for Faculty/Staff. We hope to stop providing the J: drive to students, but that change might be delayed and factored into the workflow we will have with Workday (still TBD). Jason asked for feedback on if certain classes, specifically coding classes, use J drives or something like github.</p> <p>Faculty and staff who need additional space can contact the Help Desk to request it.</p> <p>OneDrive is a very good option for faculty, staff, and students as it provides a very large amount of space, syncs nicely between computers, and is very easy to access.</p> <p>Recommendation for IT to come up with a standardized approach for storing files across campus and communicate that.</p>
V. ERP Update	Jason Allen	Workday has been selected to replace all SAP functions (FI/HR, Student). Current plan is to implement FI/HR March 2025-June 2026 and Student 2026-December 2028. The contract for the Workday product was signed in January. The contract with our implementation partner, AVAAP, will be finalized in February. There will be three 1hr

Agenda		
Topic	Presenter	Discussion Points
		rationalization sessions. Project information is located at https://inside.nku.edu/it/enterprise-project.html

Ad-Hoc Committees

Roundtable – Amanda Andrews

Vicki Cooper shared that our next monthly meeting in March will be our Staff Congress roundtable event. It is an in person meeting. There will be a luncheon beforehand with the President and her cabinet and then the event and discussion. Lunch is at noon and the discussion is at one o'clock. We have been having questions submitted through the Staff Congress qualtrics portal and there are physical boxes in the third floor of Steely library, the first floor of Steely library by the vending machines, the second floor of the student union on the information desk, and in the Health Innovation Center on the second floor outside of the Institute for Health Innovation. Anyone that doesn't have the ability or the desire to submit questions online you can use the physical boxes. There have been some student submissions as well in these boxes. The committee is going to compile all of the submissions over the next couple of weeks. Any submission that requires some type of research will be sent to the cabinet members in advance. The roundtable event will include Cady Short-Thompson, Diana McGill, Ryan Padgett, Eric Gentry, Lauren Franzen, Christina Roybal, Chris Calvert, Valerie Hardcastle, and Grant Garber. It will be a good time for us to meet with the cabinet and talk about ideas and the bigger picture and to get some of these specific questions answered.

Spirit Wear Storefront – Mike Irvin

Vicki Cooper shared on behalf of Mike Irvin. The spirit wear storefront is a temporary shop. The last day to purchase items is Monday February 17th. It will close up shop at midnight. All of the items are going to be delivered to campus by March 10th. We have yet to determine the delivery site. It will be based on the volume that is going to be delivered. Today's update in terms of numbers is that we've had 102 orders placed for 240 items. We are very pleased with these numbers because lots of people may be waiting till the end to order. We see this as filling a need on campus. Please encourage your coworkers to check out the storefront if they need spirit wear.

Advocacy – Vanessa Steele

Vanessa Steele shared that right now a great deal of the advocacy work is preparing for the Board of Regents meeting. They are putting the finishing touches on the final report for the Board. This is the report based off of the Staff Satisfaction survey which they asked us all to fill out. They got a 26 percent response rate from our group which is pretty amazing. Vanessa gave a special call out to the entire Advocacy group. She does a lot of the speaking but there is so much work that goes on behind the scenes.

Everyone on the team is really dedicated to working on this. Everyone is so passionate about making sure that staff from every part of campus are taken care of. She can't imagine a better group to work with. Vicki Cooper added her thanks because it has been a very active group.

Non-Member Discussion Period

Inna Pylyayeva asked that we return to the dental coverage discussion after President Short-Thompson asked what issues we may be facing. It sounds like it's trivial but it's not. This is not meant to be any criticism of the work that the committee did when they were selecting a new vendor. She really appreciates all the work that was done and that you did the best you could do with the information that you had. It sounds as if maybe we were not aware that the network is not comparable to what Delta Dental had. Talking with her colleagues in a couple of days there were around 8 people in the same situation that she was in. Her dentist is not in network anymore. Her husband's dentist is not in network anymore. When she contacted her dentist and asked him to consider he said that Humana rates are so low that they just can't afford it to participate with them. Reading some of the comments going from 50 dentists in Delta Dental in their area down to zero. Her question is if we now are finding out that this information in terms of the network would it be possible to do some sort of impact study and see how many staff members and their dependents that are covered are impacted by this change. It appears to be a pretty significant decrease in the provider availability with the switch. Lauren Franzen responded that once the RFP process is done and a vendor is chosen there isn't a whole lot that we can do about a decision that has been made other than reiterating to Humana that our employees are looking for a larger network. For certain this is something we can do next time and make sure that it's a part of the process when our contract is up with our current provider. It may have been a part of this RFP process she can't speak to it because she wasn't a part of that larger discussion. It is something that we can give more weight to versus cost. It's always a balance but we can put more of an emphasis on the network for the next process. It's a 3 year contract that we are on. Inna continued that she did reach out to her dentist and that Humana is only going to cover 40 percent of what my dentist charges. Vicki Cooper shared that our concern is that we might be saving money on the monthly benefit costs but we are going to end up paying a lot more as employees. She shared that her dentist when she recommended Humana to them they are not going to become a part of the network. Her thought is just discussion of it becoming a bigger issue for everyone. Inna continued with preventative services because she and her husband are out of network it's going to be over 500 dollars just for preventative services. Vicki shared if we start skipping preventative services because of the cost it could lead to other health issues. Vanessa Steele shared that she feels we've had to do this RFP because so many dentists were dropping Delta Dental and her understanding as a whole is that a lot of dentists are just dropping dental insurance all together. This is a bigger conversation altogether. Lauren shared that we did the RFP because really and truly we got so many complaints about Delta Dental. There were major concerns from Staff Congress and Faculty Senate. The best way to address these concerns was to go out and do the RFP and see what other providers are out there and what the costs would be. You hear the concerns and you do

the process and now there are different concerns. We will take all of this under advisement moving forward.

Norse Uppecciation was shared by Vicki Cooper.



Staff

Center for Student Engagement

A huge shoutout to the center for student engagement staff including Samantha Mason, Megan Crouch, Tyler Olges, Hanson Nguyen, and the student employees who have put their time and dedication to creating a memorable homecoming celebration week. Each event eclipsed over 150+ students. They truly provided a transformative experience for our students and I'm grateful to serve as their supervisor.

Maintenance Crew

Many thanks to all the maintenance crew who worked and continue to work on keeping the sidewalks, parking lots, and roads maintained in these fluctuating temperatures! Ice, snow, etc! We truly appreciate all your hard work to make sure the campus was ready for the first day of classes! Well done!

Lilly at the Bookstore

I was in the bookstore on Wednesday (1/15 around 10:15am) picking up an item. There was a long line with about 10 students in front of me and she was the only one at the checkout counter upstairs. She was so positive, helpful with students who had questions, and was very knowledgeable about the process for books that weren't in yet. She worked quickly and efficiently to help each person. She had a smile and wished each person a good day. I truly appreciated her positive attitude in this situation! Well done!

Tammy Knochelmann

Tammy is always positive and upbeat, making friends wherever she goes. She is a proud Norse who leads and serves everyone cheerfully and professionally. She ensures that everyone feels welcome and supported. Tammy works hard to coordinate a lot of priorities and people yet seems to do it with ease.

Faculty *(sent to Faculty Senate President Jackie Emerine, 3/4/25, VC)*

Rebecca Bailey

Dr. Bailey has went beyond and above for me to make sure I can get through her class. She actually shows me genuine care and concern just like she does the rest of her students. She listens and gives us good critical feedback. She is not just they're for a paycheck she really cares for all of us. Please give her recognition for all the hard and outstanding work she does thanks so much Dr. Bailey.

Adjourn

Meeting was adjourned at 2:53 PM.